



Computer Friendly

Computer training

using informal and friendly courses

Newsletter March 2019



www.cfsta.org
email: courses@cfsta.org



Grow your computer skills with Computer Friendly

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Computer Friendly Course Starting in April/May

Book early as courses are
very popular
Phone 020 3239 1559
local rate

All courses run for 2 hours						
No	Name	Fee	Day	Weeks	Start	Time
ST ALBANS						
Fleetville Community Centre						
1056	One-to-One Help Sessions	Free	Mon	By Appt.	Ongoing	11:30
1057	Starting off with Windows	£20	Thurs	5	May 2	10:00
1059	Getting more from Windows	£30	Wed	5	April 3	10:00
1060	Getting more from Android Tablets & Smart Phones	£30	Tues	5	Apr 23	10:00
The Marlborough Science Academy						
1062	Further Word	£40	Wed	5	Apr 24	19:00
HARPENDEN						
The Skew Bridge Pub						
	One-to-One Help Sessions	Free	Tues	By Appt.	Ongoing	11:30
1066	Advanced Windows Workshop	£10	Mon	1	May 13	14:00
Bennet's Club						
1067	Getting more from iPads	£30	Fri	5	May 3	14:00
Harpenden Indoor Bowling Club						
1065	Starting off with Android Tablets & Smart Phones	£20	Tues	4	Apr 23	13:15
1068	Further Excel	£40	Tues	5	Apr 23	10:45
1069	Digital Photography	£40	Wed	5	May 15	13:15
FREE DROP-INS						
All Drop-Ins run for 3 hours						
Venue		Day		Time		
ST ALBANS						
Fleetville Community Centre		Monday		10:00		
Marshalswick Baptist Free Church		Thursday		13:30		
HARPENDEN						
The Skew Bridge		Tuesday		10:00		
FLAMSTEAD						
The Spotted Dog		1 st Wednesday (April 3 & May 1)		10:00		

Click' on Course name or venue to see further details.

Phone Mondays, Wednesdays and Fridays from 10:00am to 1:00pm only.

You can leave an answerphone message at other times and one of the team will get back to you.

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Timetables are subject to change.



Computer Friendly Courses Starting in June

To book just call
020 3239 1559
Mon, Tues & Weds 10am – 1pm or
leave a message at any other time

All courses run for 2 hours						
No	Name	Fee	Day	Sessions	Start	Time
ST ALBANS						
Fleetville Community Centre						
1056	One-to-One Help Sessions	Free	Mon	By Appt.	Ongoing	11:30
1072	Getting more from Windows	£30	Thurs	5	June 6	10:00
1073	Stay Safe Online	£16	Wed	2	July 10	10:00
1074	Starting off with Android Tablets & Smart Phones	£20	Tues	4	June 4	10:00
1075	Cloud Storage Workshop	£10	Thurs	1	July 11	10:00
The Marlborough Science Academy						
1076	PowerPoint	£48	Wed	6	June 19	19:00
HARPENDEN						
The Skew Bridge Pub						
1064	One-to-One Help Sessions	Free	Tues	By Appt.	Ongoing	11:30
1077	Photos Workshop	£10	Mon	1	June 10	14:00
Bennet's Club						
1078	Starting off with iPads	£20	Fri	4	June 14	13:00
Harpenden Indoor Bowling Club						
1079	Starting off with Windows	£20	Thurs	5	June 13	10:45
1080	Finding Files & Photos	£32	Tues	4	June 18	10:45
1081	eBay	£32	Wed	4	June 26	13:15
1082	Getting more from Android Tablets & Smart Phones	£30	Tues	5	June 4	13:15
FREE DROP-INS						
All Drop-Ins run for 3 hours						
Venue			Day		Time	
ST ALBANS						
Fleetville Community Centre			Monday		10:00	
Marshalswick Baptist Free Church			Thursday		13:30	
HARPENDEN						
The Skew Bridge			Tuesday		10:00	
FLAMSTEAD						
The Spotted Dog			1 st Wednesday (June 5 & July 3)		10:00	

Click' on Course name or venue to see further details.

Please book early, as courses are very popular.

Timetables are subject to change.

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Relax with this little quiz:

For instance:

The answer to: SW and the 7D would be Snow white and the Seven Dwarfs

Only one is computer related!

Try these:

1. 1HB on an iP
2. 366d in a LY
3. 13 in a BD
4. 12d of C
5. 5 GR
6. 101D
7. 7AW o t W
8. A t W i 80d
9. 7s on a 50p p
10. 5 & 20 bb b in a p

[Click here for the answers.](#)

No prizes this time but if enough people have a go we'll add a reward next time!

Hopefully you were able to use Chris Blandford's item in the last Newsletter to get your printer in tip-top condition. So now it's time to write something – be it shopping list or memoirs you will need a word processor. Here Chris goes through some alternatives



Are you a user of Microsoft Word?



Did you know that every Windows PC comes with a free word-processor called WordPad? It's been free in since Windows 95. Not as sophisticated as Word but writes documents to the same formats as Word. To find it on Windows 10 type: wordpad in the "Type here to search" box below (1) and click on WordPad (2) or find it in the Start menu under Windows Accessories.

You then will have a new blank document opened up for you to start to type out your letter,



list, poster, novel... If you want to know more about WordPad, it appears quite a bit in our **Getting More from Windows course**. Shown here:

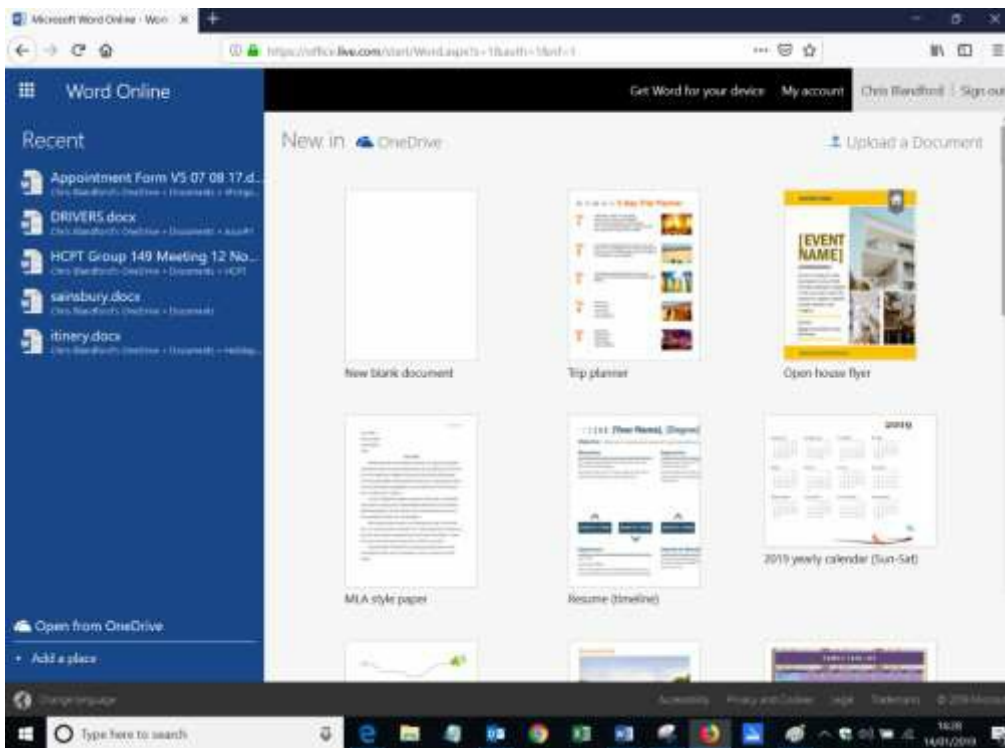



Perhaps Word is not your cup of tea and you need something more sophisticated but you don't want to pay

anything? Well, Microsoft Office Online is just for you — all you need to do is create an account at hotmail.com, outlook.com or live.com — perhaps you already have one?

To use Word Online, you use the web browser on your computer to go to:

<https://office.live.com/start/Word.aspx> and sign-in with your hotmail.com, outlook.com or live.com account and you should see something like this:




From this page, you can choose the new blank document or another template document to help you achieve what you want to do. Note that the “apps waffle”  next to Word Online in the top left corner gives you access to many more online versions of Microsoft Office apps, such as Excel (for spreadsheets) and PowerPoint (for presentations). The good news is that you pay nothing and you don’t even need to save your work as these tools do this for you as you use them. The down-side of the online versions is that if you wanted to use a special feature of Word, it may not be available.


Office Online



Do you have a Windows 10 netbook or small laptop or Android tablet or an iPad or an iPhone or Android smartphone? Did you know that you can get Word (one of the Microsoft Office mobile apps) for free with those too provided the screen on the device is smaller than 10.1 in (26 cm) diagonally. These are the full versions of Word for those devices, not just the Office Online feature version.... But have you tried writing a letter on your smartphone – it could be quite fiddly!

So you are convinced that you need the full version of Microsoft Word? **Well now things might get very complicated!** In the Windows 10 Microsoft Store, a full version of Word costs £109.99 for one-time purchase and if you also want Excel that’ll be another £109.99. But for a one-time purchase of £119.99 you can get Word and Excel and PowerPoint within the Office Home & Student 2019 product. Did you want more than Word and Excel and PowerPoint? Then look at Office Home & Business 2019 one-time price of £249.99. 



 Oh! You wanted **everything** in Office? Then you need Office Professional 2019 at a one-time price of £419.99

If you don't want to pay a one-time price up front and miss out on new things, you can buy a subscription to Office 365 Personal for £59.99/year to get Word, Excel and a lot more. If you need it for more than one user then the subscription rises to £79.99/year and it is called Office 365 Home. More info here: products.office.com [Note: Prices in this article are correct at January 2019]

Have you had enough of Microsoft and Apple world dominance and would you rather eat coal than buy their products? Well "open source" is there for your well-being! The term "open source" refers to something people can modify and share because its design is publicly accessible. You'll be pleased to know that many people have produced an open source competitor to Word (and Excel etc.).



One such product is LibreOffice ('libre' is Spanish for 'free'). LibreOffice is a free and open-source office suite, a project of The Document Foundation and their Word competitor is called Writer. The suite has a

pedigree that goes back tens of years. It supports the Microsoft file formats, but of course it is not a Microsoft product so you cannot complain to them about it! More here:

www.libreoffice.org

Are you a student or part of a charity? You may be eligible for a donated version of Microsoft Office for charities from £22. You'll need to register your charity online and once your charity's eligibility is validated, you purchase it at reduced price and then you'll be able to download it for use. More info here: charities.tt-exchange.org/microsoft/. Students can also get Office at reduced prices.

Nick Rich continues his Focus on iPads.

Are you wondering whether you should update your iPad software and if so how?

From time to time you will receive a notification that a software update is available. Some people are suspicious of this and take the 'if it's not broken, don't fix it' approach, but this really isn't advisable. Updates to the Operating System add new functionality and fix security issues, so it's always a good idea to keep your iPad up to date. Just follow the on screen prompts.

To check manually if you are up to date, go to Settings / General / Software Update and you will see information on any update available.

Once a year in the autumn Apple traditionally issues a major update, which will take longer to install, whereas interim ones are usually minor and should be quicker.

If your iPad is getting on a bit, you may find you can no longer update it and it will be stuck on an old version of the Operating System. This is no cause for alarm! Your iPad will continue to function normally, though you may be missing some of the newer features.

Another aspect of updating concerns apps which you have installed. These should be set to update automatically in the background by following this procedure:

1. Open the Settings app.
2. Scroll down until you see iTunes & App Store - tap on this.
3. On the right you should see an Updates switch. Tap it if necessary to make it go green = on.

Finally, if you would like to get the most out of your iPad, we run two courses which may help:

1. **Starting off with Apple iPad** - for those new to the internet & email as well as the iPad.
2. **Getting More from Apple iPad** - for the fuller picture on what your iPad can do. It is assumed you have some experience with the internet and email, though you may be new to the iPad.

Please see our web site or newsletter for details of dates and venues.

Quiz Answers

1. 1HB on an iP (1 Home Button on a iPad)
2. 366d in a LY (366 days in a Leap Year)
3. 13 in a BD (13 in a Bakers Dozen)
4. 12d of C (12 days of Christmas)
5. 5 GR (5 Gold Rings)
6. 101D One Hundred and One Dalmations)
7. 7AW o t W (7 AncienT Wonders of the World)
8. A t W i 80d (Around the world in 80 days)
9. 7s on a 50p p (7 sides on a 50p piece)
10. 5 & 20 bb b in a p (5 and Twenty Black birds baked in a pie)